

## **Minutes of the Personnel Committee**

**Tuesday, March 16, 2010**

Chair Schellinger called the meeting to order at 1:01 p.m.

**Present:** Supervisors Tom Schellinger (Chair), Pete Gundrum, Jim Heinrich, Paul Decker, and Steve Wimmer. Gundrum left the meeting at 1:20 p.m. and returned at 2:00 p.m. **Absent:** Ted Rolfs and Dave Falstad.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Administration Director Norm Cummings, Senior Financial Analyst Bill Duckwitz, Labor Relations Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, and Principal Risk Management Analyst Mark Jatzak. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 1-19-10**

MOTION: Wimmer moved, second by Decker to approve the minutes of January 19. Motion carried 5-0.

### **Schedule Next Meeting Dates**

- April 6

### **Chair's Executive Committee Report of 3-15-10**

Schellinger said they approved some ordinances which will go to the full County Board. Mader added that a resolution stating Waukesha County would not be required to join a regional transit authority was approved 6-0 as amended.

### **State Legislative Update**

Spaeth advised there is no personnel-related legislation pending at the state level at this time. There will not be much activity on other issues until April and she will keep the committee apprised at that time.

### **Motion to Allow Secretary Rolfs to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee**

MOTION: Heinrich moved, second by Wimmer to allow Secretary Rolfs to approve the final set(s) of committee minutes on behalf of the committee. Motion carried 5-0.

### **Projections of Employee Retirement Sick Leave Payouts**

Cummings and Duckwitz discussed this item as outlined in their handout entitled "2010-2012 Retirement Sick Leave Payout Projection." Upon retirement, most eligible employees receive a payout for 65% of their accumulated sick leave hours transferred into their post employment health care account. Cummings explained eligibility criteria and advised sick leave accumulation is capped at 960 hours per employee. Between 2005 and 2009, the annual average number of County employees that retired was 27. The total of all payouts on average are approximately \$326,600 annually. The average sick leave payout per retiring employee is about \$12,100. The retirement rate among eligible employees varies between 13% and 19%. On average, the retirement rate is

16%. Projection assumptions (2010-2012) include the following: on average, employees accumulate 440 hours of sick leave to be paid out; 16% of employees are projected to retire annually (five year average); and employee wage increases range between 1% and 3% annually. The total estimated retirement sick leave payout for 2010 through 2012 is \$445,500, \$506,900, and \$528,200 respectively. Cummings noted this is a very manageable benefit.

Gundrum left the meeting at 1:20 p.m.

#### **Annual Report on Employee Performance Evaluations and Awards**

Lutz and Richter were present to discuss this item as outlined in their report entitled "Performance Awards Based on 2006, 2007, 2008, and 2009 Performance." Richter noted this program is for non-represented employees only. The total number of eligible employees who could have received base and non-base awards in 2009 was 340. The total possible cost if all 340 had received maximum awards was \$1,078,680. The total budgeted amount for these awards was \$497,350 compared to an actual cost of \$327,693. In 2009, 273 employees received non-base accumulating performance awards totaling \$233,122, and 147 received performance awards added to base salaries totaling \$94,571. Since 2006, the County has spent \$1,988,777 on base and non-base awards.

Gundrum returned at 2:00 p.m.

#### **Year-End Report on Workers Compensation Claims**

Jatzak discussed the year-end report on workers compensation claims and advised of the 108 claims that opened in 2009, 55 remained open at year-end, and the total incurred was \$460,271. Since 2005, 605 claims have opened and by the end of 2009, 66 remained open, and the total incurred was \$3,612,397. He highlighted some of the larger claims that opened and closed during the year.

Jatzak said they work with departments that have large amounts of claims to develop work comp action plans aimed at reducing these claims.

MOTION: Heinrich moved, second by Decker to adjourn at 2:08 p.m. Motion carried 5-0.

Respectfully submitted,

Ted Rolfs  
Secretary